OLD DOMINION UNIVERSITY

Microsoft Teams: Meetings

Microsoft Teams is a collaboration platform that combines persistent chat, file collaboration, instant messaging and meetings in a single platform. Teams is part of ODU's Office 365 and is available to all faculty, staff and students.

Teams allows you to have an instant or scheduled meeting with up to 250 participants.

Teams is installed on all ODU-managed machines, and available on Windows, Mac, iOS and Android.

Start an instant meeting from a chat

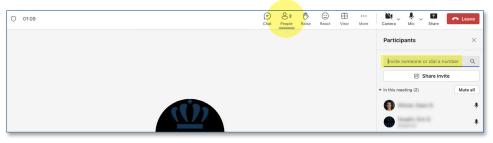
1. From an existing chat conversation (including a chat with multiple people), click on the phone icon and select **Video call** or **Audio call**.



2. Once you start an instant meeting, standard Teams meeting controls are located across the top of the window. Here you'll find audio and video controls, screen sharing, chat, people, and more.



3. To invite additional attendees, click the **People** icon and start typing a name or phone number into the **Participants** window. Teams will ring on that person's device.



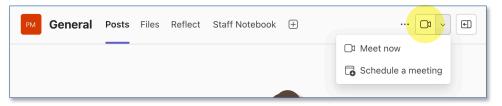
Information Technology Services

www.odu.edu/its 2 (757) 683-3192 itshelp@odu.edu 1100 Monarch Hall doubted



Start an instant meeting from a team

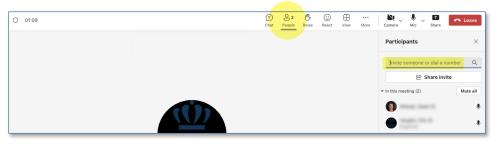
1. From an existing Team, click on the video icon at the top of the screen and select **Meet now** or **Schedule a meeting**.



2. Once you start an instant meeting, standard Teams meeting controls are located across the top of the window. Here you'll find audio and video controls, screen sharing, chat, people, and more.



3. To invite additional attendees, click the **People** icon and start typing a name or phone number into the **Participants** window.



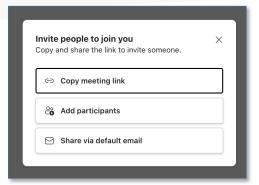
Start an instant meeting using Meet Now

1. From the Teams app, click on the **Calendar** icon on the left, then **Meet now**.

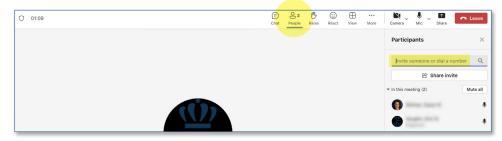
Q Activity		Calendar		# Join	with an ID	+ New	meeting v
(=) Chat	ţ	Today < >	March 2024 $$		Start a meeting now	×	rk week \checkmark
දිරීා Teams		04 Monday	05 Tuesday	06 Wednesday	Meeting name Meeting with Big Blue		
Assignme	8 AM				Get a link to share		
Calendar					Start meeting		



2. Once you start an instant meeting, you have the option of sharing a link to the meeting or adding participants.



3. Standard Teams meeting controls are located across the top of the window. To invite additional attendees, click the **People** icon and start typing a name or phone number into the **Participants** window.



Schedule a meeting

You can schedule a Teams meeting from the Teams app, from Outlook for Mac, Windows, iOS, Android, or from webmail.

From the Teams app

 Click on the Calendar icon on the left, then New Meeting > Schedule Meeting.

Q Activity		Calendar		# Jo	pin with an ID	D Meet now + New meeting		
(∋ Chat I Today < > March 2024 ∨						Schedule meeting		
ීරීා Teams		04 Monday	05 Tuesday	06 Wednesday	07 Thursday	Templates Webinar Host interactive event with registration		
âgnme	2 PM					Town hall Produce event for large audience		
ilendar	3 PM					Class Students can only chat during meeting		
Calls	4 PM					Lecture Students can chat before and after meeting Live event		
C neDrive						Produce live event		



Enter the meeting details (date, time, attendees, etc.). Use the scheduling assistant to view other attendees' availability from their Outlook calendars.
 You can associate an existing Team and Channel with the meeting by clicking in the Add channel field and selecting the Team and Channel.

I N	ew meeting Details	Scheduling Assistant			Save
Show	as: Busy 💛 Category: N	None \vee Time zone: (UTC-05:00) Eastern	n Time (US & Canada) $ \bigtriangledown $ Response options $ \lor $	Require registration: None $$	錜 Options
0	Add title			Who can bypass the lobby?	
୍	Add required attendees		+ Optional	Record automatically	
Ŀ	3/7/2024	8:00 PM $ \sim \rightarrow $ 3/7/2024	8:30 PM ~ 30m O All day	More options	
¢	Does not repeat $~~ \lor$				
=	Add channel			Add channel	
0	Add location		Online meeting		
'≔	BI⊻S∀	📥 🗚 Paragraph 🗸 🗁) 🚍 🗮	E 99 ⊕ ≣ ⊞ ½ ୯		
	Type details for this new	meeting			

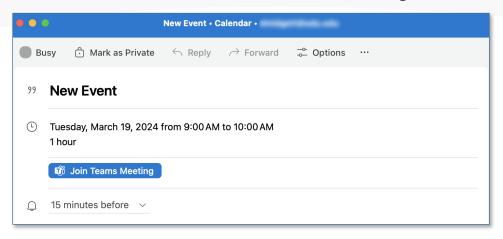
From Outlook for Mac or Windows

1. Create a new meeting in the calendar, enter the meeting details, invite people, and select the **Teams meeting** slider.

	ر Calendar
	99 New Event
	es Invite people
New Event	 All day 3/19/2024 19
	9:00 AM ~ to 10:00 AM ~
	🛱 Teams meeting
	Location
	■ Notes
	More options Discard Save



2. The meeting will show up on your calendar, and an invitation is sent to your attendees. The event contains a link to **Join Teams Meeting**.



From webmail

1. Create a new meeting in the calendar, enter the meeting details, and click **More options**.

	Mon	ça 🕀	Tue	•				
	11		12	G	Save			🗊 Discard
AM				() +	Add a title			
				ූ	Invite required a	attende	es	
AМ				e) 3/12/2024		9:00 AM 🗸 🗸	All day
AM					3/12/2024		10:00 AM 🖂	
AM					Search for a roc	om or la	cation	
				E) Add a descripti	on		

2. Select the **Teams meeting** slider.

New e	vent - Calendar -			C'	×
Event	Scheduling Assistant				
⊸≏ R	esponse options - 🛛 🔤 Busy - 🔯 15 minutes before - 🧳 Categorize - 🔂 Private 📑	Schedu	ling poll	ODU Zoom ~ ···	~
8	Save Calendar 🗸		< 🗄) \rightarrow Wed, March 13, 2024 \sim	
00 +2	Add a title				
ĉô	Invite attendees Option	nal	7 AM		
Ŀ	3/13/2024		8 AM		
	3/13/2024		9 AM	•	
0	Search for a room or location	ng	9 AM	9:00 AM - 10:00 AM	
	Add a description or attach documents		10 AM		



3. The meeting will show up on your calendar, and an invitation is sent to your attendees. The event contains a link to **Join** the Teams meeting.

		(No subject)
(No subject) Microsoft Teams Meeting		Wed 3/13/2024 9:00 AM - 10:00 AM Microsoft Teams Meeting
		C Edit Delete

Adjust meeting options

Change who can present and who can bypass the lobby.

1. Open your meeting and click on the **Meeting options** link in the details area of your meeting.

••	New Event • Calendar •
Bu	isy $\hat{\boxdot}$ Mark as Private \backsim Reply $ ightarrow$ Forward $\stackrel{\sim}{\sim}$ Options …
99	New Event
Ŀ	Tuesday, March 19, 2024 from 9:00 AM to 10:00 AM 1 hour
0	Microsoft Teams Meeting
ے Meet	15 minutes before v
Pas Dov	scode: vnload Teams Join on the web rn More Meeting options
Ed	it Event Delete Event



 Meeting options open in a web browser. We recommend you only allow People in my org to bypass the lobby and limit presenters to only those who need to share content.

u ji	
Teams meeting	
📰 March 13, 2024 at 9:00 AM - 10:00 AM	
🔗 Witmer, Dawn R.	
Meeting options	
Who can bypass the lobby? (j)	People in my org
People dialing in can bypass the lobby	No
Announce when people dialing in join or leave $(\mathbf{\hat{j}})$	Yes 💽
Choose co-organizers:	To assign a role to a participant, invite them to the meeting individually.
Who can present	Everyone V

Securing Teams Meetings

- Instant meetings started from a chat or a team are initially limited to attendees included in the chat or the team. The meeting host may invite additional attendees by name, email or phone number.
- If you require a secure meeting, we recommend you schedule a meeting and modify the meeting options to restrict who can bypass the meeting lobby and who can present in the meeting.
- Within any meeting, you have the option to remove or mute any attendee from the participant screen in the Teams meeting.